UCI Human Resources

Compensation Action Form

Approval must be obtained prior to submitting salary action. To submit, attach approved form to ServiceNow ticket or send via email to salaryactions@uci.edu, subject "Group 3a Approval". Salary actions for policy-covered (non-represented) student employees in staff positions are not subject to this approval process. Form applicable for:

- New hire appointment salaries (career, contract) if greater than midpoint (or 50th percentile) of salary range. (Please attach resume to this request)
- Salary Increases (all base-building actions) greater than 15%.
- Increases upon lateral transfer or transfer to lower grade.
- Stipends more than 12 months in duration and/or exceeding 20% of the current base salary for Group 4 approval.
- Annual salaries at/above \$230K, but below the Indexed Compensation Level (ICL) for Group 4 approval.
- All base-building salary increases and out of class assignments for Represented Staff.

Date of Request	Request For	
Employee Name	Employee ID	
Requestor Name	Requestor Title	

Current Details (Leave blank for new hire salary actions)		Proposed Details (Enter temporary position information for stipends)		
Division		Division		
Department		Department		
Job Code		Job Code		
Payroll Title		Payroll Title		
Working Title		Working Title		
FTE %		FTE %		
Union		Union		
Personnel Program		Personnel Program		
FLSA Status		FLSA Status		
Grade/Step		Grade/Step		
Annual Base Salary (100% FTE) If hourly, calculate annualized salary multiplying by 2088 hours/year.		Annual Base Salary (100% FTE) If hourly, calculate annualizedsalary multiplying by 2088 hours/year.		
Salary Range (Min \$ or Step 1 - Max \$ or Top Step)		Salary Range (Min \$ or Step 1 - Max \$ or Top Step)		
Supervisor Name		Supervisor Name		
Dean, Vice Chancellor or Associate Chancellor Name		Dean, Vice Chancellor or Associate Chancellor Name		
New Hire Appointment Salaries				
Existing or New Position?		Position in Range		

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Change Summary for Salary Adjustments					
Annual Increase Amount (100% FTE)		Percent Increase (percent of current			
		base salary)			
Effective Begin Date		Years in Classification			
Stipend/Out of Class Assignment					
Stipend Percent		Duration (Start and end date)			
Department Justification					

Division Approval						
Manager	 Date	Manager	Date			
Designated Authority Group 1	Date	Designated Authority Group 2	Date			

Approval Authority Definitions:

Group 1: Assistant/Associate University Librarian, Administrative Services--Libraries; Associate Vice Chancellor, Administration/Financial Operations & Research Program Services--Research; Senior Associate Vice Chancellor-- Division of Finance and Administration; CIO & Associate Vice Chancellor OIT; Chief Operating Officer-- University Advancement; Associate Vice Chancellor, Auxiliary Services & Business Enterprises--Student Affairs; Assistant Vice Chancellor/Chief of Staff, Communications & Special Program--Student Affairs; Associate Vice Chancellor of Finance, Health Affairs Associate Dean of Administration & Finance, School of Medicine; Senior Assistant Deans of Administration (Schools); Associate Vice Provost, Chief of Staff - Office of Vice Provost for Teaching & Learning; Chief Administrative Officer/Director, External Relations - Beall Applied Innovation; Associate Vice Provost - Graduate Division

Group 2: Provost and Executive Vice Chancellor; Vice Chancellors; Chief Campus Counsel; Associate Chancellor/Chief of Staff; Associate Provost/Chief of Staff; Director-Intercollegiate Athletics; Deans; Director and Founding Dean, Program in Public Health; University Librarian- Libraries; Vice Provosts; Associate Vice Provost of Career Pathways; Chief Innovation Officer and Executive Director-Beall Applied Innovation; Chief Global Affairs Officer and Assistant Vice Chancellor Global Engagement; Museum Director; UCI Health System: Chief Executive Officer, Chief Operating Officer, Chief Financial Officer; Chief Information Officer; Chief Strategy Officer; Chief Medical Officer; Chief Nursing Executive; Executive Director Ambulatory

Group 3a: Campus Human Resources. For purposes of this authority, Human Resources refers to units reporting to the VC/CHRO and excludes decentralized HR units in schools and other areas on campus.

Group 3b: Health Affairs HR. For purposes of this authority, Human Resources refers to units reporting to the VC/CHRO and excludes decentralized HR units in schools and other areas on campus.